



# ARTS PROJECT GRANT PROGRAM GUIDELINES

The City of Bloomington recognizes that the arts are an important part of the culture and economy of the community, and that the City has a responsibility to foster an environment conducive to the community's participation in the arts. Artists, works of art and artistic institutions contribute to the quality of life and the general welfare of the citizens of Bloomington.

Each year the Bloomington Arts Commission makes funds available to support arts activities that align with current areas of focus of the Arts Commission: to cultivate a community in which residents appreciate the value of personal and collective artistic activity; to encourage collaboration in and diversification of artistic activities that include participants from across the community; to enhance and support a high level of artistry; and to support the economic vitality and interests of local artists and arts organizations.

The BAC believes new organizations and new programming are vital to the growth of the arts community in Bloomington. Emerging organizations or existing organizations with new projects are encouraged to apply for the Arts Project Grant program. First-time applicants are encouraged to contact staff for assistance in completing the grant application process.

Applicants may submit only one application. Grant awards are capped at \$1,500.

## PROJECT PERIOD

---

Projects may begin no earlier than June 1, 2014 and must conclude by May 31, 2015.

## ELIGIBILITY

---

The Arts Project Grant Program is open to nonprofit organizations and is for projects which take place within Bloomington city limits.

The Arts Project Grant Program does **not** fund:

- Projects completed prior to funding period.
- Activities and performances not available to the general public.
- 100% of project costs. Applicants are required to provide matching funds through other sources.
- Activities and performances planned **solely** for fundraising purposes.
- Food, beverages or other refreshments.
- Capital expenditures as the sole project activity.
- Training expenses as the sole project activity.

- Interest on loans, fines, penalties and/or litigation costs.
- Indirect costs.
- Projects which are longer than one year in duration.
- Individual artists directly. Artists must work with a partner agency, which must serve as the applicant and fiscal agent.

## REVIEW CRITERIA

---

Grant applications are evaluated on three (3) categories of criteria. Points will be awarded based on the values below.

### Artistic Quality (40 points)

- The overall level of artistic excellence achieved in the process of creation or in the final artwork.
- The extent to which the project will positively impact public understanding or appreciation of art.
- The extent of creativity and innovation exhibited in the project design or construct.
- For existing organizations, the organization's proven ability to deliver a high quality project.
- For new organizations, the organization's clear indication as to what constitutes a high quality project and a plan to achieve such a level of quality.

### Community Impact (40 points)

- The extent to which the project reaches out to a large and/or significant and/or underserved audience.
- The potential for the project's desired effects to endure beyond its completion.
- The extent to which the project enriches the vitality and diversity of the local arts environment.
- The relevance/importance of the project and its intended outcomes to the needs and interests of the target audience.

### Organizational Capacity (20 points)

- The extent to which stated project outcomes are appropriate and reasonable based on the project's activities (see Application for definition of project outcomes).
- The extent to which the applicant has demonstrated a clear commitment and ability to making the project a success, including activities in marketing, fundraising and audience development.
- The ability of the organization to sustain the project to completion.

- If the project is to be repeated in the future, the applicant must demonstrate plans to sustain and improve upon the project.
- The extent to which the applicant can demonstrate satisfactory adherence to final reporting and acknowledgment requirements.

## **AWARDS**

Grant awards will not exceed \$1,500. The Commission typically receives many more requests than it is able to fund; not all applications will be approved.

## **FINAL REPORT**

All grant recipients will be required to submit a Final Report to the BAC within thirty (30) days of project completion. Non-submittal of a final report in a timely manner may negatively impact future funding.

If major changes occur from the original application (i.e. scope, location, budget or schedule), notification of such changes must be submitted in writing and approved by the BAC for funding to continue.

## **REQUIRED ACKNOWLEDGEMENTS**

Grantees shall acknowledge receipt of a Bloomington Arts Commission Arts Project grant by use of the Arts Commission's logo and credit line when appropriate. Evidence of proper acknowledgement should accompany the completed Final Report. Guidelines for acknowledgement are sent out with grant award notification. Lack of proper acknowledgement may negatively impact future funding.

## **MATCHING REQUIREMENT**

A variety of revenue sources demonstrates good fiscal planning as well as broad community support, therefore the Arts Project Grant program has a matching fund requirement. Funding requests must include a 1:1 match (a \$2,000 project would have a \$1,000 grant request and a \$1,000 match from the applicant.) In-kind support for the applicant's match portion is capped at 50% (in the previous example the in-kind support would be capped at \$500.)

## **REVIEW PROCESS**

Applications will be reviewed and scored by those Commission members present at the next regularly scheduled meeting of the Commission.

Applicants are strongly encouraged to attend and observe the grant review meeting; as they will be called upon to share any new information about the project (if applicable) or respond to questions posed by the Commission at their discretion.

It is recommended that applicants send the representative most familiar with the grant application and project.

## **HOW TO APPLY**

Grantsmanship is a major factor in the review of applications. While an application may be technically eligible, unaddressed

evaluation criteria, overly lengthy word counts, non-descriptive narratives, or a lack of financial accuracy or budget clarity may result in a lower score.

The application form is available [here](#). The form is in a PDF format that can be saved and reopened for editing before final submission. To submit a completed application, click the "Submit" button on the lower left-hand corner of the last page of the application.

Applications are due by 5:00 p.m. April 1, 2014.

Late applications will not be reviewed.

Funds not claimed by 60 days after award notification will be returned to the grant pool and regranted.

Please direct questions to Miah Michaelsen, Assistant Economic Development Director for the Arts, at 349-3534 or [michaelm@bloomington.in.gov](mailto:michaelm@bloomington.in.gov).